Form # 1389 Rev. 4/70
P. M. U. S. A.

PHILIP MORRIS U. S. A.

SALESMAN'S EXPENSE VOUCHER

DRAFT NO. ← FILL IN

DO NOT WRITE HERE → GROUP | SALESMAN'S NUMBER

SALESMAN'S NAME (PRINT) | WEEK ENDING (SATURDAY) 19

HEADQUARTERS (CITY-STATE) | TERRITORY CODE | DIVISION NO. | REGION NO.

Receipts must be attached to duplicate copy which is mailed to immediate superior for all expenses. Such receipts must be on Certified Bill Head showing date, items purchased and value, and must be signed by the person receiving payment.

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL	Acct. Code
	Hours Worked									FOR OFFICE USE ONLY
	Explanation Time Not Worked									
	Town and State Where Expenses Were Incurred									
Personal And Other Expenses	Room									
	Meals									
	Telephone, Telegrams, Postage									
	Transportation Paid By You (other than company car)									
	Personal Smokes									
	Supplies - Office, Etc.									
	Total Personal and Other Expenses									
Samples	Switch Sampling									
	Samples - Other (Specify)									
Incentive Promotions	Dealer Incentives									
	TOTAL GRATIS PACKS USED	300	PACKS	@	31¢				$93.00	
	$1.00 Gratis Units 1st Prior	90	OUTLETS	@	$1.00				90.00	
	$1.00 Gratis Units 3rd Brand	30	OUTLETS	@	$1.00				30.00	

MERCHANDISING PROGRAM EXPENSES
SHOW TOTALS FROM PERFORMANCE REPORTS - LOCAL PROMOTIONS

WEEKLY TOTALS PLANS A & C (FORM #1762)		
WEEKLY TOTAL PLANS B & B-1 (FORM #1763)		

SHOW AIR TRAVEL CARD CHARGES SEE INSTRUCTIONS #11

TRIP DATE	TICKET NO.	ORIGIN	DESTINATION	AMOUNT
				$

TOTAL EXPENSES ABOVE		
AUTO EXPENSE (FROM AUTO EXPENSE STATEMENT)		
TOTAL EXPENSE		

Comments:

SIGNATURE | ADDRESS | CITY | STATE | ZIP CODE

Quadruplicate (Salesman Only) Forward To Section Office

Source: https://www.industrydocuments.ucsf.edu/docs/rqyk0000

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